

# **REQUEST FOR PROPOSAL**

**05/31/2019**

## **IDIQ MASTER (ON-CALL) CONTRACT FOR Bridge Inspection and Related Services**

Statewide

**Issuing Office**

**Mississippi Department of Transportation, Office of State Aid Road Construction  
412 E. Woodrow Wilson Ave., Jackson, MS 39216**

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**PART 1:**  
**GENERAL INFORMATION FOR CONSULTANT(s)**

**I. Purpose**

This Request for Proposal (RFP) is intended to provide interested consulting engineering firms (hereinafter referred to as CONSULTANT(s)) with sufficient information for the preparation and submission of a proposal (hereinafter referred to as PROPOSAL) for consideration by the Mississippi Department of Transportation, Office of State Aid Road Construction (OSARC). The services requested consist of the following:

*Provide engineering services statewide for the OSARC NBIS Bridge Inspection Program (hereinafter referred to as the PROJECT). Additional services may apply as identified in this RFP.*

**II. Issuing Office**

This RFP is issued by the Mississippi Department of Transportation, Office of State Aid Road Construction. CONSULTANT(s) submitting PROPOSALS must comply with the instructions in this RFP, Legal Ad, and any addenda. The issuing office is identified below:

Harry Lee James, P.E.  
State Aid Engineer  
Office of State Aid Road Construction  
412 E. Woodrow Wilson Ave.  
Jackson, Mississippi 39216  
Or e-mail Harry Lee James, P.E.  
[hjames@osarc.ms.gov](mailto:hjames@osarc.ms.gov)

**III. Intent of the OSARC**

The intent of the **OSARC** is to award an Indefinite Delivery / Indefinite Quantity (IDIQ) Master Contract(s) to CONSULTANT(s) to provide the services specified herein. This document does not and is not intended to include or address every item that will be included or addressed in the contract for consulting engineering services.

**IV. The Selection Process**

Selection of CONSULTANT(s) will be based on the criteria established in this RFP and/or any addenda. CONSULTANT(s) **shall not** submit any cost or price information with their PROPOSAL. CONSULTANT(s) for this RFP should submit complete PROPOSALS sufficient for final selection of the most qualified firm(s). The **OSARC** will then select the most qualified firm(s) based on the criteria. The **OSARC** reserves the right to select the CONSULTANT(s) for award of an IDIQ Master Contract using the following method:

- Final ranking of all PROPOSALS based on the initial response to this RFP.

Once the most qualified firm(s) are selected and awarded an IDIQ Master Contract, the OSARC will provide the IDIQ Master Contract for the selected CONSULTANT(s) to execute based on the description of work established in this RFP and/or any addenda. If the selected CONSULTANT(s) do not execute the contract or are unable to meet any contractual requirements within 30 days of receipt, then OSARC may select the next most qualified firm on the selection list until an IDIQ Master Contract has been executed.

Selected CONSULTANT(s) may then be assigned Work Assignments throughout the IDIQ Master Contract term. Work Assignments will be assigned based on the needs of OSARC's NBIS Bridge Inspection needs.

The OSARC reserves the right to request additional information with any party at any time prior to final contract execution.

The OSARC reserves the right to obtain references from any source listed in the PROPOSAL and any other source deemed appropriate for any of the requirements/criteria listed in this RFP.

## V. Type of Contract

The terms of an IDIQ Master Contract for each selected CONSULTANT will not exceed three (3) years with an estimated maximum contract amount of up to five (5) million dollars; however, OSARC may elect to execute a contract for a shorter time period and/or a lesser "not to exceed" amount. OSARC may select up to ten (10) CONSULTANT(s) to be awarded an IDIQ Master Contract; however, OSARC reserves the right to select a lesser amount. The IDIQ Master Contract will utilize **cost plus fixed fee, labor hour/unit cost or lump sum/firm fixed price Work Assignments to include a maximum "not to exceed" amount\* for any federally funded projects**. The IDIQ Master Contracts and associated Work Assignments will include all appropriate federal contract provisions in accordance with 49 CFR Part 18, and 23 CFR 172 as revised. The IDIQ Master Contract and associated Work Assignments will provide general terms and conditions for performance of services, as well as specific instructions for fees, billing, payment, and other related items.

The execution of an IDIQ Master Contract is no assurance that any Work Assignment will be assigned to the CONSULTANT or that the parties will enter into Work Assignment(s). If a Work Assignment is assigned to the CONSULTANT, costs may be negotiated at a fair and reasonable price. Direct expenses may also be reimbursable.

An example of a typical engineering services contract template may be found at the web link indicated below. The template will be identified as "Engineering Services IDIQ Master Contract Template."

<https://www.osarc.ms.gov/rfp-bridge-inspection/>

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\* All Consultant and subconsultant firms shall comply with the AASHTO Uniform Audit & Accounting Guide – 2016 edition (as revised), unless specifically authorized otherwise by OSARC. Information regarding this guide may be found at <http://audit.transportation.org/>

All written questions regarding this contract template shall be e-mailed to the below addressees no later than **the date and time indicated in Part 1, Section XXIII. Procurement Schedule.**

Harry Lee James, P.E.  
[hjames@osarc.ms.gov](mailto:hjames@osarc.ms.gov)

OSARC may update this contract template throughout the procurement process. OSARC intends to provide the final contract template for this PROJECT no later than **the date indicated in Part 1, Section XXIII. Procurement Schedule.** Contract terms after this date are non-negotiable; however, OSARC reserves the right to modify the contract terms at its discretion.

The **OSARC** intends to utilize this template in order to execute a contract with the selected CONSULTANT(s).

#### **VI. Rejection of PROPOSALS and/or Discontinuance of Contract Execution**

The **OSARC** reserves the right to reject any and all PROPOSALS and/or to discontinue the execution of any IDIQ Master Contract or Work Assignment with any party at any time.

#### **VII. Costs Incurred by CONSULTANT Prior to Execution of a Contract**

The **OSARC** shall not be liable for any costs incurred by any CONSULTANT prior to the execution of an IDIQ Master Contract or Work Assignment by all parties. Furthermore, the **OSARC** shall not be liable for any costs incurred by the CONSULTANT under any Work Assignment prior to the effective date of the OSARC Project Director's Notice to Proceed for that Work Assignment.

#### **VIII. Addenda to and/or Questions about the RFP**

Only written requests by e-mail to the below addressee will be considered.

Harry Lee James, P.E.  
State Aid Engineer  
Office of State Aid Road Construction  
[hjames@osarc.ms.gov](mailto:hjames@osarc.ms.gov)

No requests for additional information or clarification directed to any office other than the OSARC will be considered. All responses to written questions and addenda will be in writing and will be posted to the OSARC website indicated below:

<https://www.osarc.ms.gov/rfp-bridge-inspection/>

CONSULTANTS shall be solely responsible for checking the website for updates. The OSARC will not be responsible for any oral exchange or any exchange of information that occurs outside the official process specified herein.

All written questions shall be e-mailed to the above addressees no later than **the date and time indicated in Part 1, Section XXIII. Procurement Schedule.**

OSARC intends to post written answers for this RFP to the website indicated above no later than **the date and time indicated in Part 1, Section XXIII. Procurement Schedule.**

#### **IX. Pre-proposal Meeting**

A pre-proposal meeting will not be held for this RFP.

#### **X. CONSULTANT Submission**

To be considered, **six (6) copies and one (1) CD/flash drive containing electronic PDF file(s)** of the CONSULTANT's PROPOSAL must be received by **the date and time indicated in Part 1, Section XXIII. Procurement Schedule,** at the Office of State Aid Road Construction, addressed to Harry Lee James, P.E., Room 139, Office of State Aid Road Construction, 412 E. Woodrow Wilson Ave., Jackson, Mississippi 39216

PROPOSALS received after this date and time may be deemed non-responsive.

#### **XI. PROPOSAL(s)**

To be considered, CONSULTANT(s) must submit a complete response to this RFP and any addenda, addressing those requirements provided in Part 2 of this RFP. No other distribution of PROPOSALS should be made by the CONSULTANT. **The original and all required copies of the PROPOSAL should be signed by an official authorized to bind the CONSULTANT to its provisions.**

The CONSULTANT should mark any and all pages of the PROPOSAL considered to be proprietary information which may remain confidential in accordance with Mississippi Code Annotated 25-61-9 and 79-23-1 (1972, as amended). Each page of the PROPOSAL that the CONSULTANT considers trade secrets or confidential commercial or financial information should be on a different color of paper than non-confidential pages and be marked in the upper right hand corner with the word "CONFIDENTIAL." Failure to clearly identify trade secrets or confidential commercial or financial information will result in that information being released subject to a public records request.

#### **XII. Economy of Preparation**

PROPOSALS should be prepared simply and economically, providing a straightforward, concise description of the CONSULTANT's ability to meet the requirements of the RFP and any addenda.

#### **XIII. Prime Consultant Responsibilities**

Each selected CONSULTANT will be required to assume responsibility for all services offered in the PROPOSAL whether or not these services are produced directly by the CONSULTANT or through subconsultant(s). Furthermore, the **OSARC** will consider the CONSULTANT(s) selected to be the sole point of contact with regard to contractual matters, and the OSARC retains the right to approve or

disapprove all proposed subconsultant(s). CONSULTANT(s) responding to this RFP should identify all proposed partners and subconsultant(s).

Any partners and subconsultants are to remain for the duration of the contract, and changes cannot be made without prior OSARC approval. Modifications of partner(s) and subconsultant(s) are discouraged and are subject to OSARC's approval. OSARC will not approve requests for modification without justification to OSARC's satisfaction.

Under no condition will the selected CONSULTANT be allowed to sublet or subcontract more than 60% of the work required under the contract. It is clearly understood and agreed that specific projects or phases of the work may be sublet or subcontracted in their entirety provided that the selected CONSULTANT performs at least 40% of the overall contract with its own forces.

The selected CONSULTANT must be registered with the Mississippi Secretary of State's Office to do business in the State of Mississippi prior to contract execution. Failure to comply with this requirement within 30 days of selection notification may result in failure to execute a contract with the selected CONSULTANT. OSARC may then reject the selected CONSULTANT for the duration of this process and negotiate an IDIQ Master Contract with the next most qualified CONSULTANT on the list until the contract has been executed. Additional requirements may apply as identified in Part 2 of this RFP.

#### **XIV. Disclosure of PROPOSAL Contents**

All materials submitted in response to this RFP shall become the property of the **OSARC** and may be returned only at the **OSARC's** option. All information submitted in response to this RFP shall be subject to disclosure under the Mississippi Public Records Act and any other applicable law.

#### **XV. Nondiscrimination Requirement**

By submitting a response to this RFP, the CONSULTANT agrees that it understands that the **OSARC** is an equal opportunity employer. It is the policy of the **OSARC** to comply with all applicable portions of Title VI of the Civil Rights Act of 1964, which prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, or disability. The proposed contract will require that the CONSULTANT and all subconsultant(s) agree to strictly adhere to this policy in all employment practices and provision of services.

In the event the CONSULTANT performs work for the **OSARC** that involves the selection of a site or location of a facility, the CONSULTANT shall utilize criteria or methods of selection which consider the impacts and benefits of the facility on persons without discrimination because of their race, color, religion, sex or national origin. The criteria and methods shall be designed to include proactive measures for obtaining citizen participation from persons of all applicable races, colors, religions, sexes and national origins.

#### **XVI. Disadvantaged Business Enterprise (DBE) Goal**

The OSARC is committed to provide for full participation by Disadvantaged Business Enterprises (DBEs) in contracting opportunities available through this IDIQ Master Contract, to the greatest extent practical.

DBE goals may be applied to a Work Assignment at OSARC's discretion. In the event that a DBE goal is required on an individual Work Assignment, OSARC approval of the DBE subconsultant(s) will be required.

CONSULTANT(s) may visit the Mississippi Department of Transportation's (MDOT) website, [www.gomdot.com](http://www.gomdot.com), to view a complete list of Certified DBE Firms which have been certified as such by the MDOT and other Unified Certification Partners (UCPs). The DBE firm must be on the MDOT's list of "Certified DBE firms" as listed on MDOT's website, [www.gomdot.com](http://www.gomdot.com), and approved by MDOT to perform the classification of work to count towards meeting the DBE goal.

## **XVII. Notification of Selected CONSULTANT(s)**

The selected CONSULTANT(s) will be notified in writing of their status by OSARC. The CONSULTANT(s) whose PROPOSALS are not selected will be notified in writing of the name of the selected CONSULTANT(s).

## **XVIII. Debriefing Request(s)**

If a CONSULTANT opts to request a debriefing following the announcement of the selected CONSULTANT(s), the CONSULTANT shall send an e-mail to the below addressees within two (2) weeks of the distribution of the notification letter of the selected CONSULTANT(s). Any debriefings shall have no more than two (2) CONSULTANT representatives present and shall be limited to the merits of the individual CONSULTANT's PROPOSAL. All debriefings shall be held at OSARC's headquarters located at 412 E. Woodrow Wilson Ave., Jackson, MS.

Harry Lee James, P.E.  
Office of State Aid Road Construction  
[hjames@OSARC.ms.gov](mailto:hjames@OSARC.ms.gov)

## **XIX. Contract Administration**

The CONSULTANT's contract will be administered by the OSARC. All payments will be made to the contracted prime CONSULTANT(s) by the OSARC. The prime CONSULTANT will be responsible for all payments to its partners and/or subconsultant(s).



## **XX. Conflict of Interest**

CONSULTANTS shall provide information concerning potential conflicts of interest and disclose all relevant facts concerning any past, present, or currently planned interests which may present a conflict of interest. Examples of potential conflicts of interest include relationships or situations which would impair the CONSULTANT's judgment on the job, impair the ability to perform, or allow the CONSULTANT an unfair competitive advantage. The CONSULTANT shall state how its interests or those of its chief executives, directors, individuals, or subconsultants for this contract may result in, or could be viewed as, a conflict of interest. Furthermore, the CONSULTANT shall describe actions taken, or proposed to be taken, to mitigate stated conflicts or potential conflicts.

The responsibility of the CONSULTANT to disclose a conflict of interest if one is discovered is ongoing, prior to award and throughout the contract period. The CONSULTANT agrees that, if a conflict of interest is discovered, the CONSULTANT must make an immediate and full disclosure to OSARC that includes a description of the action that the CONSULTANT has taken or proposes to take to avoid or mitigate such conflict.

**If no potential conflict of interest exists, the CONSULTANT should indicate so in the cover letter to the PROPOSAL.**

## **XXI. Suspension and Debarment**

**The Prime CONSULTANT shall ensure that it and any subconsultants are not suspended or debarred as specified in 2 CFR 1200 and 2 CFR 180.**

## **XXII. Key Personnel Modifications**

Key Individuals and team members, as identified in the organizational chart, are to remain for the duration of the contract and changes cannot be made without prior OSARC approval. Modifications of Key Individuals are discouraged. OSARC will not approve requests for modification without justification. Examples of justification include death of a Key Individual, changes in employment status, bankruptcy, inability to perform, organizational conflict of interest, or other such significant cause. In order to secure OSARC's approval prior to execution of the contract, the CONSULTANT shall e-mail the below addressees:

Harry Lee James, P.E.  
Office of State Aid Road Construction  
[hjames@osarc.ms.gov](mailto:hjames@osarc.ms.gov)

The request shall include:

- A. The nature of the desired change;
- B. The reason for the desired change;
- C. A statement of how the desired change will meet the required qualification for the position/responsibility; and
- D. A copy of the individual's resume for review.

OSARC will review the justification and resume of the Key Personnel and determine whether the modification is appropriate and notify the CONSULTANT. Failure to receive approval for any modification in personnel may result in termination of negotiations.

### **XXIII. Procurement Schedule**

The following schedule identified below lists the projected dates for the procurement of this IDIQ Master Contract.

<b><u>Procurement Schedule</u></b>	
Advertisement dates for legal notice	June 5 <sup>th</sup> and June 12 <sup>th</sup> , 2019
Deadline for CONSULTANTS' written questions	June 19 <sup>th</sup> , 2019, 5:00 p.m.
*Answering of written questions/ posting of final contract template	*June 26 <sup>th</sup> , 2019
Deadline for delivery of PROPOSALS	July 3 <sup>rd</sup> , 2019, 5:00 p.m.
*Selection of qualified CONSULTANT(s)	*August 2019

#### **\*Approximate dates only**

Note: All times are Central Time.

## **PART 2: INFORMATION REQUIRED/SELECTION CRITERIA**

### **I. Format for PROPOSAL**

To be considered, the PROPOSAL must respond to all requirements of this RFP, the Legal Ad, and any addenda. The recommended PROPOSAL length should not exceed 25 pages, exclusive of appendices. The resumes (which should not exceed two pages per individual in length), Standard Form (SF) 330 Part II, proof of state licensure and certification requirements, and any information not relevant to the requirements or criteria should be included in the appendices. The CONSULTANT's cover letter, table of contents, any summaries and introductions, team organizational chart, past performance information, and any other responses to the evaluation criteria indicated in Part 2, Section III of this RFP should be included in the 25 pages. Any information beyond the recommended 25-page maximum, exclusive of appendices, may not be considered. Pages should be numbered, single-spaced, one-sided, 8.5 inches by 11 inches with margins of at least one inch on all four sides. No more than five pages may be 11 inches by 17 inches, but they will count as two sheets each against the recommended 25-page maximum. Information within the recommended 25-page maximum of the PROPOSAL should be complete and sufficient in scope for the selection committee to evaluate the CONSULTANT. Also, all text information in the recommended 25-page maximum should be shown in a readable font, size 12 points or larger. Headers, footers, charts, and other graphics may be provided in a different font type and size providing they are legible. Tabs are recommended and are not counted as part of the recommended 25-page maximum.

The overall quality of the PROPOSAL will be evaluated. This will include, but will not be limited to, overall layout and readability of the submittal, organization and comprehensiveness of the content, conformance with formatting guidelines above, and any other characteristics of the PROPOSAL that increase the quality of the document. CONSULTANTS are encouraged to thoroughly address and adhere to the recommendations and/or preferences of the PROPOSAL for the highest-quality response. Failure to provide any of the information in the appropriate location indicated or adhere to the recommendations and/or preferences may adversely affect the CONSULTANT's score.

### **II. Requirements and Instructions for PROPOSAL submission**

CONSULTANT(s) interested in providing these services may indicate so by furnishing OSARC with **six (6) copies and one (1) CD/flash drive containing electronic PDF file(s)** of a PROPOSAL as referenced in Part 1, Section X of this RFP. The CONSULTANT should divide their PROPOSAL into the following sections as listed below, clearly separated by tabs; however, resumes, certifications/licenses, SF 330 Part II, and other information not relevant to these requirements and/or preferences should be included in the appendices as indicated above. **CONSULTANTS should address each of the following categories in their PROPOSAL in the same order as listed below.** OSARC reserves the right to obtain references from any source listed in the PROPOSAL and any other source deemed appropriate for any of the information listed in this RFP. The quality of the PROPOSAL will be considered when evaluating the CONSULTANT's PROPOSAL. The PROPOSAL should provide at a minimum the following information:

## **A. Provide a Cover Letter/Introduction**

The CONSULTANT should provide a cover letter/introduction specifying the following information:

- ✓ the description of the IDIQ Master Contract as referenced in this RFP;
- ✓ the name of the prime CONSULTANT and any of its subconsultant(s), along with the roles/responsibilities of each firm;
- ✓ the name of the individual who will be the single point of contact throughout the selection process;
- ✓ the name of the Project Manager; and
- ✓ the location and address of the managing office.

**In addition, the CONSULTANT shall provide information concerning potential conflicts of interest as referenced in Part 1, Section XX of this RFP. If no potential conflict of interest exists, the CONSULTANT should indicate so in the cover letter to the PROPOSAL. \*The CONSULTANT should provide proof that the firm has met state licensure and certification requirements in the appendix. The CONSULTANT must note if this is a joint venture. If selected, a joint venture must meet all contract requirements as a joint venture, including insurance requirements.**

## **B. Past Experience**

The CONSULTANT and any subconsultant(s) should provide a description of projects for similar work performed during the past five (5) years which qualifies the CONSULTANT and any subconsultant(s) for this work. Projects completed during the past five (5) years are preferred. This project description should include the work related to the Project Description established in Part 3 of this RFP. The CONSULTANT and any subconsultant(s) should provide the following information at a minimum for each project:

- ✓ a description of the project, including the role/responsibility of the CONSULTANT;
- ✓ define whether the CONSULTANT was the prime or a subconsultant;
- ✓ the amount of the CONSULTANT's contract for the work they provided for the project;
- ✓ the date the CONSULTANT's contract was initiated;
- ✓ the CONSULTANT's scheduled completion date in accordance with the progress schedule;
- ✓ the date the CONSULTANT completed the work in accordance with the contract; and
- ✓ the name and contact information of the client and the client's representative who can verify and discuss the project.

## **C. Description of Staff, Organizational Chart, and Resumes**

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\* Miss. Code Ann Sections 73-13-1 through 73-13-45 (1972) (as amended) govern the practice of engineering in Mississippi. Firms are encouraged to contact the Mississippi Board of Licensure for Professional Engineers and Surveyors at (601) 359-6160 to ensure that individuals and firms are qualified to offer and provide services in the State of Mississippi. The Board's web address is [www.pepls.state.ms.us](http://www.pepls.state.ms.us).

The CONSULTANT(s) should propose an appropriate and efficient quantity and quality of staff to ensure the successful completion of all work established in Part 3 of this RFP with limited OSARC support. The following information should be included in this section unless specifically stated otherwise:

1. The CONSULTANT should provide a team organizational chart that identifies Key Personnel and other relevant employees of the CONSULTANT and any subconsultant(s) for this contract as indicated below (Part 2, Section II.C.2). Key Personnel include the Project Manager. **The team organizational chart should include each individual's name, job description (for this contract), company of employment, and primary office location.** In addition, the organizational chart should be arranged in accordance with the tasks outlined in Part 3 of this RFP. The organizational chart should be tabbed and clearly defined.
2. The CONSULTANT should include the following specific information for the Key Personnel and other relevant employees listed below and reference all individuals in the organizational chart:
  - a. **Project Manager** – OSARC prefers that the CONSULTANT's Project Manager be on the permanent staff of the prime CONSULTANT. The Project Manager should be provided for overall project oversight. Activities of the Project Manager will include but will not be limited to establishing and administering controls to ensure the quality of deliverables, monitoring the project status, developing (with OSARC) and maintaining a detailed project work plan and schedule, and providing status reports to OSARC as requested.
    - i. The CONSULTANT should provide a written summary indicating why the individual serving as the Project Manager would be the best candidate for this contract and describe how they will be engaged in this contract.
    - ii. The CONSULTANT should describe up to three (3) similar projects that the Project Manager has managed (completed projects are preferred) in the last five (5) years. The description should include, at a minimum, the following information:
      - ✓ the role and the level of work provided by the Project Manager;
      - ✓ the name of the firm with which the Project Manager was employed for the project;
      - ✓ the date that the Project Manager's firm initiated the contract for the project;
      - ✓ the date the project was completed in accordance with the firm's contract; and
      - ✓ the firm's contract amount.

- iii. **The PROPOSAL should include proof that the Project Manager is licensed as a Mississippi Professional Engineer\* in the appendix.**
- b. **Other Relevant Employees** – Other relevant employees include any additional staff members of the CONSULTANT and subconsultant(s) who will be utilized to perform any other services in accordance with the Project Description established in Part 3 of this RFP.
  - i. The CONSULTANT should define these other relevant employees and provide a chart summarizing the roles, responsibilities, years of experience, and relevant certifications for each employee relative to the services listed in the Project Description established in Part 3 of this RFP.
- 3. Resumes for all Key Personnel and other relevant employees as listed above and in the team organizational chart should be included in the appendix. Resumes (which should not exceed two pages per individual in length) should reflect qualifications and recent experience relevant to the Project Description established in Part 3 of this RFP. Any additional certifications/licenses should be included in the appendices.
- 4. Copies of any licenses/certifications (MS Professional Engineer license, etc.) of the staff as listed on the organizational chart that may prove advantageous to performing the services established in Part 3 of this RFP should be provided in the appendices.

#### **D. Location/Proximity of CONSULTANT's Office(s)**

In addition to providing the location and address of the managing office (as indicated in the Cover Letter/Introduction), the CONSULTANT should also provide any other office locations (including addresses) where any work may take place. If subconsultant(s) will be provided, the CONSULTANT should identify their office location(s) where work may be provided.

#### **E. Part II of Standard Form (SF) 330, Architect-Engineer Qualifications**

The CONSULTANT should provide Part II of SF 330, Architect-Engineer Qualifications. If a CONSULTANT has branch offices, complete the form for each specific branch office seeking work. In addition, this form should be completed for any subconsultant(s) in the same manner. This form can be obtained at the following web address:

<https://www.osarc.ms.gov/rfp-bridge-inspection/>

This Form should be provided in the appendix.

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\* Miss. Code Ann Sections 73-13-1 through 73-13-45 (1972) (as amended) govern the practice of engineering in Mississippi. Firms are encouraged to contact the Mississippi Board of Licensure for Professional Engineers and Surveyors at (601) 359-6160 to ensure that individuals and firms are qualified to offer and provide services in the State of Mississippi. The Board's web address is [www.pepls.state.ms.us](http://www.pepls.state.ms.us).

### **III. CONSULTANT Selection Criteria**

All responsive PROPOSALS received from CONSULTANT(s) will be reviewed and evaluated by the selection committee based on the selection criteria listed below. The criteria are listed in order of their relative importance to the selection committee.

- A. CONSULTANT's (and any subconsultants') past experience, performance, and qualifications on similar projects with or other clients;
- B. Experience, performance, and qualifications of the proposed Project Manager;
- C. Experience, performance, and qualifications of other relevant employees;
- D. Location/proximity of the CONSULTANT's (and any subconsultants') office(s); and
- E. Quality of PROPOSAL.

### **PART 3: PROJECT DESCRIPTION**

The CONSULTANT will provide engineering services for OSARC's National Bridge Inspection Standards (NBIS) Bridge Inspection program, Statewide.

This IDIQ Master Contract will primarily consist of supporting the OSARC Bridge Inspection Program Manager (BIPM) and staff in the following services for OSARC's administration of the National Bridge Inventory (NBI) for the numerous counties within the State of Mississippi, and other related services, including, but not limited to, the following:

- Perform NBIS Compliant Inspections, Evaluations and Load Ratings for various types of bridges including but not limited to Complex Bridges, Steel Bridges with Fracture Critical Members, Timber Bridges, and Non-Complex Bridges
- Perform NBIS Compliant Inspections and Reporting including but not limited to Routine, Special, Fracture Critical, Damage, Repair, Load Rating, Initial and Supplemental
- Perform Scour Monitoring Inspections, Evaluations and Reporting on Selected Bridges
- Perform Load Rating, Evaluation and Reporting on Selected Bridges
- Evaluate Maintenance and Repair Recommendations for various types of bridges
- Develop Maintenance and Repair Recommendations for various types of bridges
- Bridge Inspection Support
- Operational Support
  - Quality Assurance and Inspection Oversight
  - Data Management

All Bridge Inspection Reports will be created using InspectTech.

Services shall comply with the current version of the following publications:

- *National Bridge Inspection Standards (NBIS)*,
- *AASHTO Manual for Bridge Evaluation (MBE)*;
- *Bridge Inspector's Reference Manual (also known herein as the "BIRM") - Publication No. FHWA NHI 12-049*;
- *Recording and Coding Guide for the Structure Inventory and Appraisal of the Nation's Bridges (also known herein as the "Coding Guide") - Report No. FHWA-PD-96-001*;
- *Mississippi National Bridge Inspection Program Local System Manual (LSM)*;
- *Manual on Uniform Traffic Control Devices (MUTCD)*;
- *AASHTO's Highway Safety Manual*;
- *Manual for Bridge Element Inspection, Second Edition, 2019*
- Any other pertinent publications, or as instructed by OSARC.